

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

STATE OF CALIFORNIA  
COMMISSION ON TEACHER CREDENTIALING

## ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

### DEPARTMENTAL PROMOTIONAL



# EXAMINATION ANNOUNCEMENT

<b>SALARY RANGE</b>	\$4400 - \$5348
<b>FINAL FILE DATE</b>	May 2, 2008
<b>WHO MAY APPLY</b>	Applicants must have a permanent civil service appointment with the Commission on Teacher Credentialing as of the final filing date, in order to take this examination.
<b>FILING INSTRUCTIONS</b>	<p>All applicants must submit an Examination Application, STD 678 no later than 5:00 p.m., May 2, 2008. Examination Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted. Examination Applications submitted via facsimile (FAXED) or electronically mailed (E-MAILED) will not be accepted. Examination Application, STD 678 <a href="http://www.spb.ca.gov/jobs/stateapp_adobe.htm">http://www.spb.ca.gov/jobs/stateapp_adobe.htm</a> is available and must be filed in person or by mail with:</p> <p>Commission on Teacher Credentialing Office of Human Resources <b>Attention:</b> Heidi Brida 1900 Capitol Avenue Sacramento, CA 95811-4213</p> <p><b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b></p>
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application, STD 678." You will be contacted to make specific arrangements.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p>All applicants must meet the education and/or experience requirements for this examination by May 2, 2007, the final file date</p> <p><b>NOTE:</b> All Examination Applications, STD 678s/resumes must include "To" and "From" employment dates (month/day/year), time base (fulltime, halftime, hourly), and civil service classification titles.</p>
<b>MINIMUM QUALIFICATIONS</b>	<p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.</p> <p>IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.</p> <p><b>Pattern I</b></p> <p>One year of experience in the California State service performing the duties of a Staff Services Analyst, Range C.</p> <p><b>Or Pattern II</b></p> <p>Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.</p> <p><b>Experience:</b> State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.</p> <p><b>Education:</b> The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>

### SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
JY35-5393

FINAL FILING DATE: May 2, 2008  
EXAMINATION CODE: 8LT02

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(One year of graduate work in public or business administration, industrial relations, psychology, law, political science, or a related field may be substituted for six months of the required nonsupervisory experience.)

**DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS:** Pattern II - Three years of professional analytical experience in planning must be in overall program planning and analysis for a private firm or governmental agency. Experience as a supervisor or manager doing line program planning for a specific unit or offices **DOES NOT QUALIFY**.

In addition, experience in the following areas is **UNACCEPTABLE**: accounting, auditing, data processing, economic analysis, general office management, statistical analysis, and technical or line duties.

**EARLY ADMITTANCE TO THE EXAMINATION:** Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

**SPECIAL PERSONAL REQUIREMENTS:** Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

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## THE POSITION

The Associate Governmental Program Analyst is the full journey level. Incumbents perform the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and continually provide consultative services to management or others. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools, and the personal qualifications to succeed in a variety of general staff services settings. Incumbents may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects.

Positions exist with the Commission on Teacher Credentialing.

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## EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. It is anticipated that interviews will be held during May/June. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

### QUALIFICATIONS APPRAISAL – WEIGHTED 100%

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## SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
    - 1. Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis.
    - 2. Government functions and organization.
    - 3. Methods and techniques of effective conference leadership.
  - B. Ability to:
    - 1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
    - 2. Develop and evaluate alternatives.
    - 3. Analyze data and present ideas and information effectively both orally and in writing.
    - 4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
    - 5. Gain and maintain the confidence and cooperation of those contacted during the course of work.
    - 6. Coordinate the work of others and act as a team or conference leader.
    - 7. Appear before legislative and other committees.
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## ELIGIBLE LIST

A departmental promotional eligible list will be established for the Commission on Teacher Credentialing. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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## CAREER CREDITS

Career credits do not apply.

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## VETERANS' PREFERENCE

Veterans' preference credit is not granted in promotional examinations.

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**INQUIRIES ABOUT THIS EXAMINATION**

All inquiries about this examination should be directed to Heidi Brida, Office of Human Resources at (916) 322-6199 or [hbrida@ctc.ca.gov](mailto:hbrida@ctc.ca.gov).

**GENERAL INFORMATION**

**If you meet the requirements** stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

**The Commission on Teacher Credentialing** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**For an examination** without a written feature, it is the candidate's responsibility to contact the Commission on Teacher Credentialing, Office of Human Resources at (916) 322-6199, three weeks after the final filing date if he/she has not received a progress notice.

**Examination Locations:** Examinations will be given in such places in California as the number of candidates and conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete in promotional examinations. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations, to include Government Code (GC) 18992. These rules may be reviewed at the Commission on Teacher Credentialing, Office of Human Resources or in the Service Center at the State Personnel Board in Sacramento.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope which may be described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have an education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and  
Equal Employment Opportunity Statement

The Commission on Teacher Credentialing does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Debra Rosales, Director, Office of Human Resources, 1900 Capitol Avenue, Sacramento, CA 95811-4213, has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.

**Commission on Teacher Credentialing  
Office of Human Resources - 1900 Capitol Avenue  
Sacramento, CA 95811-4213  
Telephone (916) 322-6199**

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-342-5966

From Voice phones: 1-800-342-5833

TDD is Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.